

REQUEST FOR PROPOSALS
FY 2007 HISTORIC PRESERVATION GRANT-IN-AID PROGRAM
OPEN SOLICITATION

APPLICATION DEADLINE:

FRIDAY, NOVEMBER 17, 2006
4:00 PM

D.C. Office of Planning
Historic Preservation Office
801 North Capitol Street, NE
Suite 3000
Washington, DC 20002

**District of Columbia
Office of Planning
Historic Preservation Office**

**FY 2007 Grant-in-Aid Announcement
Historic Preservation Subgrant Award Program**

Authorization: In accordance with the subgranting policy of the District of Columbia, (pursuant to DC Corporation Counsel Opinion No.87 -304 re: Subgranting -vs- Contracting) and consistent with federal grant purpose and intent, this DC State Historic Preservation Office (DCSHPO) announcement is in compliance with Section 101 of the National Historic Preservation Act of 1966 (*as amended*), which authorizes the apportionment of Federal Historic Preservation Fund (HPF) matching (60/40) grants by the National Park Service, US Department of Interior, to state and certified local governments (CLGs) for preservation activities and subgranting to communities for projects consistent with grantor agency approved state comprehensive preservation plans.

This solicitation is consistent with the program goals and objectives stated in the *District of Columbia Historic Preservation Plan 2000*. Solicitation for contractor/vendor procurement and for (shared cost match) subgranting opportunities, under the 60/40 match ratio requirement are submitted to the integrity and scrutiny of standard procedures for competitive pricing and competitive selection, as discerned in Chapters 15, 16, & 33, *DCMR 27: Contracts and Procurement*, and fully ascribes to Chapters 6, 13, 14, & 17, (federal) *Historic Preservation Fund Grants Manual*, regarding eligible program activities, procurement allowable costs, and matching share, as also reflected in the *DCSHPO Grants Manual*.

Sealed Application(s) Submission Deadline

Subgrant/Contract Applications: **Friday, November 17, 4:00 p.m.**

Location: **Office of Planning
Historic Preservation Office
801 North Capitol Street, NE
Suite 3000
Washington, DC 20002**

Solicitation: In accordance with procurement policy relative to subgranting HPF matching grant-in-aid funds, for not-for-profit preservation program related activities in the District of Columbia, the DCSHPO invites the submission of applications for community-based, neighborhood enlistment preservation activities allowable, under the DCSHPO open-solicitation subgranting policy.

Application Requirements: Interested applicants seeking subgrant matching share assistance, as with subcontract applicants, should read the DCSHPO *Grants Manual* in its entirety to gain an understanding of the responsibilities successful applicants must agree to in order to perform through subgranting agreements. Application requirements are outlined in detail in the DCSHPO *Historic Preservation Fund Grants Manual*. Applicants must also submit fully completed, standardized federal certifications and assurances {e.g., EEO, Handicap, Disbarment, Drug-free Work-place, etc.) as required.

The successful subgrant or contract recipient will work closely with the DCSHPO and will cooperate to assure compliance with all program monitoring and reporting requirements specified. All survey and planning grant-assisted work, whether subgrant or contract, must adhere to the *U.S. Secretary of Interior Standards for Archaeology and Historic Preservation*. Other useful documents recommended for developing proposals and conducting survey and planning program activities include:

National Register Bulletin 15: *How to apply the National Register Criteria for Evaluation*
 National Register Bulletin 16 A: *How to Complete the National Register Registration Form*
 National Register Bulletin 24: *Guidelines for Local Survey: A Basis for Preservation Planning*
 National Register Bulletin 36: *Guidelines for Evaluating and Registering Historic Archaeological Sites and Districts*

Awards are granted through a subgrant agreements with nonprofits, government agencies and educational institutions. Awards are to assist the applicant entity with preservation activity execution costs and therefore require eligible (allowable) matching share (e.g. cash, donations, in-kind, etc) outlays and/or contributions.

Direct contractor service offers (e.g. personal, sole source, etc.) to the DCSHPO are also acceptable agreement vehicles, however, they do not require matching share since they are not categorized as subgrants. Applications for contracting services must submit to the scrutiny and approval established for DC contract services procurement. (See DCMR 27.)

PROJECT ACTIVITIES

Historic preservation survey and planning related program activities outlined under Section 101 (a) of the National Historic Preservation Act of 1966 (as amended) are eligible: survey/inventory, preservation planning, historic resource registration/nomination, public education/outreach, and resource development/restoration. State funding priorities are related to the program goals and objectives stated in the *District of Columbia Historic Preservation Plan 2000* (available from the DC Historic Preservation Office).

PROJECT DURATION

DCSHPO subgrant or contract projects should not be estimated to begin before April 1, 2007 and may not extend past August 31, 2008. Applicants must estimate the number of months necessary to complete the work described in the application. Projects requiring additional time should be phased into annual increments beyond the initial phase. Each application for an initial or subsequent phase of a project should detail the tasks, products, divisions of work and costs for conducting that phase of work, however, an overall estimated cost for all phases of the project should also be included.

GRANT FUNDING

Applications for HPF grant assisted projects should adhere to the matching share 60/40 ratio of the total cost, unless otherwise negotiated with the HPO or noted within this RFP. (Example: A \$10,000 project is eligible for a federal share subgrant of \$6,000 with a nonfederal match requirement of \$4,000).

The DCSHPO applies competitive pricing criteria in determining reasonability of costs in the project budget. DCSHPO competitive pricing standards rely heavily on comparative pricing and performance data for similar work for the Greater Washington Metropolitan Area. Applicants are advised to employ sound cost principles in developing budget requirements and comply with wage and salary requirements and schedules in effect for comparable positions and trades as published by the U.S. Department of Labor and the District of Columbia Office of Personnel Management. Applicants requiring the technical expertise of paid consultants must verify that a competitive bid solicitation procedure is applied in such procurements or submit certified documentation verifying a cooperative partnership agreement existent with the Third Party principal or co-applicant.

In preparing budget or cost data for the DCSHPO grant-funded or subgrant application, applicants must adhere to the a 4-column budget line-item method reflecting federal share, nonfederal cash-match, nonfederal in-kind match, and total project cost for each line-item.

APPLICANT ELIGIBILITY

Eligible applicants for matching subgrant assistance include private non-profit organizations, community associations, groups, other local government agencies (including Advisory Neighborhood Commissions) and educational institutions (preferably those located in the District of Columbia). Applicants must identify and provide verification that they have a suitable financial management system in place that accords with financial management and accountability standards discerned under the federal Office of Management & Budget (OMB) Circulars A-102 (for state and local governments); A-110 (for non-profit organizations); and A-21 (for institutions of higher learning). Applicants must also include their federal Tax ID number on the completed DCSHPO grant application form.

In order for an applicant to qualify for a subgrant award, the SHPO must be assured that the organization will be provided with, or will have access to, appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, the following standards as they relate to the scope of a particular project:

- 1) Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities, or a firm commitment, arrangement, or ability to obtain such (including proposed subagreements);
- 2) Be able to comply with the proposed or required completion schedule for the project;
- 3) Have a satisfactory record of integrity, judgment, and performance, especially with prior performance upon grants and contracts;
- 4) Have an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet grantee needs and grantee audit requirements;
- 5) Maintain federal procurement standards;
- 6) Maintain a property management system for the acquisition, maintenance, safeguarding, and disposition of property;
- 7) Conform with debarment requirements;

- 8) Conform with the civil rights, equal employment opportunity, and labor law requirements of federal grants; and
- 9) Be otherwise qualified and eligible to receive a grant award under applicable laws and regulations.
(Historic Preservation Fund Grants Manual. Chapter 8)

PERSONNEL QUALIFICATIONS

Applicants must ensure that technical personnel hired or sub-contractor services engaged (e.g., architectural history, archaeology, history, architecture, etc.) to undertake related project work meet the minimum professional qualifications discerned in U.S. Department of Interior 36 CFR 61. A resume or qualification statement of each technical position, employee, or sub-contractor/consultant must be submitted as part of the application.

PROPOSAL EVALUATION CRITERIA

In addition to the selection criteria, proposals are evaluated by an interdisciplinary review/selection panel comprised of staff of the Historic Preservation Office (HPO) and other government agencies and/or outside organizations. A standardized, weighted evaluation instrument is used to rate applications. A full copy of the review sheet is included at the end of this document.

Selection Panel member ratings:

Questionable or highly inconsistent rankings by panelists are eliminated unless acceptable justification can be established by the panelist evaluating the application. Where and when the Selection Panel discerns that a subgrant application qualifies, has overall program merit, and meets an established priority identified in *District of Columbia Historic Preservation Plan 2000*, but feels that revisions or modifications are essential to meet minimum program requirements, the Panel may elect to clearly delineate the weaknesses of the application and negotiate a revised scope of work and budget with the applicant in order to advance it to minimum acceptable standard for further funding consideration.

Where applicable, the panel will prepare an “issues clarification summary” on each application reviewed for additional information to be provided by the applicant by a specified date in order to continue selection determination by the panel. Final approval for grant awards rest with the Historic Preservation Review Committee, the DC Historic Preservation Officer, the DC Office of Research and Analysis and the National Park Service.

CONTENT OF PROPOSAL

Applicant proposals must be submitted on an application form that can be obtained from the Historic Preservation Office. The information requested on the application includes:

- 1) Proposal Cover Sheet that includes general information about the applicant organization, the Project Coordinator and Principal Investigator and summarizing the project, budget and schedule.
- 2) A Project Description that provides a detailed description of the project, including the reasons for undertaking the project, states the goals and methodology, indicates how the project would benefit the District and/or the local neighborhood and lists and describe the products that will result from the project.
- 3) A Project Schedule that provides a clear breakdown of deadlines for each task related to the project.

- 4) A Project Budget that breaks down the total cost of the project by line-item. The budget must also indicate how much nonfederal cash match, nonfederal in-kind match, federal funds and total funds will be required for each item.
- 5) Matching Share Commitment information that certifies that the matching share being provided has been secured for the project.
- 6) Standard federal grant assurances and certifications (e.g. Assurances of Compliance for Non-construction or Construction Projects, Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying, Assurance of Compliance with Title VI – Civil Rights Act of 1964).

SUBMITTING THE APPLICATION PACKAGE

Applications should be submitted in sealed envelopes. Each application package must contain a minimum of one original and four copies of the full application (however, only one set of the federal certified assurances and certifications are required.). The completed certified federal assurances and certifications should be attached to the original application form.

Complete application packages should be addressed to the attention of the HPO Grants, DC Historic Preservation Office, 801 North Capitol Street, NE, Suite 3000, Washington, DC 20002. All applications must be hand-delivered or mailed to arrive in the Office by the deadline of 4:00 p.m., November 17, 2006. Late applications will not be accepted.

All applications received by the deadline will receive a letter from the HPO acknowledging receipt. All applications will be opened and reviewed by the DCSHPO staff to determine submission compliance. Failure by applicants to fully comply with content and submission specifications will result in automatic disqualification for consideration.

For further clarification about the application process, or obtain a copy of the application and/or *Grants Manual*, please call 202-442-8835 (T) or 202-741-5246 (F).

The U.S. Department of the Interior and the District of Columbia operate an equal opportunity program, which prohibits discrimination on the basis of race, national origin, color, handicap, or age. If you feel you have been discriminated against in any activity funded in whole or in part by this program, or if you desire further information, please write to: Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

Scoring Criteria for Review Historic Preservation Fund Subgrant Applications

Threshold Questions: If the reviewers answer “yes” to any of the questions below, the proposal can be determined ineligible for grant funding without further review.

Is the applicant delinquent in completing any previous subgrant projects?	Yes []	No []
Has the applicant proven to be unable to complete past subgrant projects on-time or to handle HPF grant funds competently?	Yes []	No []
Is the project being applied for not legal under HPF grant regulations or not in-line with the goals of the Historic Preservation Office?	Yes []	No []
Is the application incomplete?	Yes []	No []

The following questions will receive a rating between 0 and 3. Funding will be awarded based on score, distribution of project type and distribution of project location.

Max

Score:

Priority will be given to:

3 pts	Project responds to specific Fiscal Year HPO objectives identified in the Request for Proposal.
3 pts	Project has a clear and measurable goal that will result in the creation of valuable product(s) for the District.
3 pts	Project sponsor (applicant organization) and/or Project Coordinator have demonstrated their ability to handle the grant successfully through resumes, references or past work with the HPO.
3 pts	Project has realistic and reasonable schedule.
3 pts	Project has realistic and reasonable budget. (In reviewing competing applications, the applicant offering the best value, not necessarily the lowest bid, will be ranked highest in this category.)
3 pts	Project description is clear, complete and clearly corresponds to the schedule and budget.
3 pts	Project sponsors can show evidence of broad-based community support through attached letters from relevant community groups, Advisory Neighborhood Commissions (ANC), and/or other organizations endorsing the proposed project.
3 pts	Project applicant has all of the required matching share on-hand or committed and documented.
3 pts	Project is a subsequent phase of a project already started through the HPF grant program.
3 pts	<u>Project as described is exceptional or of immediate importance to the HPO or the District.</u>

30 Points Possible

***2 pt Bonus** Applicant attended the HPF Grant Workshop held by HPO (Contact HPO Grants Specialist for date, location and time.)